

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed  Establishment of the Public Affairs Office (Job #453)

FROM:

Harry E. Fitzwater  
Deputy Director for Administration  
7D24 Headquarters Building

EXTENSION

NO.

DATE

DD/A Registry

83-1797

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Executive Director

This proposed notice establishing the Public Affairs Office is forwarded for approval.

The Office of General Counsel has provided legal concurrence. RCD considers no further coordination necessary.

DDA Registry

DD/A REGISTRY  
FILE: 1-2RCD  
1105 Ames Building

STAT

STAT

83-1797

**Page Denied**

**ROUTING AND TRANSMITTAL LIP**

Date

**18 JUL 1983****TO:** (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. DD/OIS

2. D/OIS

3. EO/DDA

4. ADDA

5. DDA

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions**FROM:** (Name, org. symbol, Agency/Post)

Room No.—Bldg.

1105 Ames

Chief, Regulations Control Division

Phone No.

5041-102

**OPTIONAL FORM 41 (Rev. 7-76)**  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206STAT  
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